

## **CHECK LIST OF POTENTIAL ATTENDEES FOR CONSTRUCTION PARTNERING WORKSHOPS**

Every project team is different. The partner groups will vary from project to project. The ADOT Resident Engineer and Contractor's Project Manager will prepare a list of participants. It is most important to have a representative from each partner group (stakeholder) present at the workshop. It is not the intention to require multiple representatives from the partner groups. However, if multiple representatives will be affected by the project or will have a direct effect on the project, they should attend.

The following is intended to provide the workshop planners a checklist of potential participants. Remember, this list may not include all who should attend. It may also include some who do not need to attend. The goal is to customize the list of participants to fit the project.

Attendance by this group of people is highly recommended. If attendance is not possible then another person with decision-making authority must attend and represent ADOT, Contractor:

- District Engineer
- Assistant District Engineer
- Construction Company CEO

**Must attend:**

- Resident Engineer or Project Supervisor
- Contractor's Project Manager
- Lead ADOT Inspectors
- Contractor Foremen
- ADOT Project Manager
- Technical Support (roadway, drainage, structures, materials, traffic, electrical, others as appropriate)
- Maintenance
- Suppliers
- Sub-Contractors

**Attend as appropriate:**

- Environmental Planning
- Right of Way
- Utility and RR Engineering
- Utility Companies
- Roadside Development
- Field Reports
- Affirmative Action
- Partnering Section
- Construction Engineer
- Partner Group representatives (FHWA, Cities/Towns, Counties, Councils of Governments (COG), Metropolitan Planning Organizations (MPO), Forest Service, BLM, State Land, Indian Communities, others)
- Misc. Other representatives